



## Preface

Health is a complex matter and requires many kinds of efforts. According to researchers at the Center for Disease Control and Prevention, **chronic diseases** (including heart disease, cancer, and diabetes) **cause more than 70% of the deaths in the United States** (2000). Most of these diseases, as well as some other causes of death, can be related to lifestyle factors. These factors are defined as “individual practices that are part of an established pattern of long-term behavior.”

**You make the decision** on what to eat, when to exercise, whether to consume alcohol or drugs, to smoke, to be promiscuous, and how to cope with a sudden crisis. These choices are not always easy to make, but you have both the capability and responsibility to preserve your own health.

Research indicates that a number of simple health habits significantly affect health and wellness. These habits include **regular exercise, no smoking, moderate or no use of alcohol, proper nutrition, moderate weight, and 7-8 hours of sleep at night**. These choices along with immunizations, annual physicals, and health screenings can help increase the quality and longevity of life!

At the Center for Management and Executive Leadership, we prefer to think of Health Awareness in terms of **moderation, choice, and consequence**. For example, ice cream is not bad, but rather something which needs to be managed in terms of balance within the overall nutrition plan. We will share information to enable you to make informed choices about your health, but as always, the choice is yours.

Your Health Awareness affects your job performance. CMEL is committed to fostering good health in the FAA. We feel that you and the people you work with are our most valuable resource.

This book is intended to supplement a Health Awareness discussion, however, most of the pages do stand alone and can be understood without assistance. If you have any questions about this book, or how to start your own wellness program, please don't hesitate to call (386) 446-7202.

*CMEL Health Awareness Coordinator*



## Statement of Purpose

The Center for Management and Executive Leadership's (CMEL) Health Awareness Program (HAP) supports the Federal Aviation Administration's continuing efforts to ensure a safer, more efficiently managed National Airspace System. Toward this end, the CMEL Health Awareness Program promotes the benefits of a healthy lifestyle, which supports maximum productivity in the workplace. With this goal, HAP augments CMEL's efforts to increase awareness of management responsibilities by working to:

- Promote the importance of being a "healthy" leader or manager;
- Improve stress management skills that enhance organizational effectiveness;
- Promote open and honest communication that motivates employee involvement in health awareness and healthy lifestyles;
- Encourage use of CMEL's health products and services (bloodwork, body composition, blood pressure, grip strength, flexibility) to reinforce the importance of self-awareness; and
- Advocate the use of the FAA's National Health Awareness Program components available for FAA facilities.

# Health Awareness Program (HAP)

The Health Awareness Program (FAA Order 3900.53) is part of the agency's continuing effort to meet the health needs of FAA employees and to achieve greater employee awareness and knowledge of health-related subjects. The Health Awareness Program offers preventive medical services and strives to promote job performance through fostering wellness at work.

The National Manager of the Health Awareness Program is located in the Washington Headquarters Employee Health Branch (AAM-230). Each of the nine regions, the Mike Monroney Aeronautical Center (AMC), the FAA Technical Center (ACT) and the Center for Management and Executive Leadership (CMEL) appoints a program coordinator.

The objective of the Health Awareness Program is to ensure that FAA personnel have the opportunity to receive specific information regarding a wide range of health topics. Four broad health topics are identified to be covered each fiscal year by the Health Awareness Program.

First Quarter	→	Substance Abuse
Second Quarter	→	Healthy Lifestyle
Third Quarter	→	Cancer
Fourth Quarter	→	Cardiovascular

A health awareness manual, used nationally by the medical staff, provides lectures appropriate to the specified major topics and ensures that consistent, medically correct information is distributed nationally. Because some regions are comprised of very large geographic areas, local community health organizations frequently will participate in the presentation of educational and screening programs. The community organizations' educational programs will be consistent with the Health Awareness manual.

Educational and most screening programs are offered free to FAA employees; occasionally some special screening programs such as blood chemistries and mammography will require a small fee. For additional information concerning the Health Awareness Program in your geographical area, contact the HAP coordinators for your region.

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